App F IX 4

Previous References (1941 / Dec)

File No 120-41

Serial Nos 15

Later References

GENERAL AND REVENUE SECRETARIAT.

Serial Nos one

Part B for August '41

SUBJECT

Inspection Notes — Kalavalla Town Office for 1940 41

Recorded herewith any orders

15/8

Serial No

From the D C Malya Distt
As C 2667/40-41 Dt 1-8-41
Fds the note of insptn of the Malavalli Town Mc Cl held by him on 21-4-41

1) The Audit Committee of Municl Cl has not met so far

2) The bye laws need to be brought up to date.

3) The abstract D C B of mohatas as noted below —

	Rs
Arrears as on 1-7-40	7517
Demand for 1940–41	6349
Total	13866
Collns till 31-3-41	3324
Balance	10542

Very poor.

4) The Inspecting Officer observes that the collection of arrears was 18 2/3 % and of the current demand 30 %. He also anticipates that ~~three~~ ~~fourth~~ Rs 3000 more would have been collected by 30-6-41, which would reduce the arrears to Rs 7,542. The D C also observes that it is necessary to appoint a Spl Rev Insptr to collect the arrears, the year to year details of which are given on page 4 of the note

5) The Octroi Manager & the Bill Collector have not paid up their security

NOTE—Contn Sheet

Inspn Notes - Walawwa Division Mully

714/2

File No of 194 | General and Revenue Secretariat

Serial No

full

6) Of a sum of Rs 5-64/- due on account of the mutton stall contract for the years 1939-40 and 1940-41, it is observed that it will be necessary to file a civil suit for the recovery of Rs 361/- from one Sukantegowda ex toll contractor

1) ~~Some of~~ The service registers of certain offls do not contain their dates of birth & that of Mr Samy Inspr has not been obtained from the Nagadu mully

8) Certain audit notes of 1937 38 & 1938 39 are pending disposal

9) Petns are not being disposed of promptly

10) Advances aggregating Rs 240 are pending adjustment

11) The noting of records are in arrears.

12) The financial position of the mully is as follows

	Rs
Opening Balance on 1-7-40	984
Receipts till 31-3-41	14112
Total	15096
Expns till —11—	12271
Closing Balance	2825

13) The D-C has issued suitable instructions in respect of the above irregularities

14) Subld

BM 6/8

Inspection notes – Malavalli Town Municipality

General and Revenue Secretariat — File No — of 194 — [App F III-2

Serial No

Govt of Mysore

OFFICE OF THE MINISTER FOR L S G & P I
Dt 8-8-41
No 822

Submit for perusal (Law Secy) 6-8

(Minister L.S.G.)

Hm 2 8/8/41

11 8 41

Hm 2 12/8/41

NOTE—Contn Sheet

File No	of 194	General and Revenue Secretariat
		Serial No

Mc 120-41-15

Notes of Inspection of Malavalli Town Municipal Office held by the Deputy Commissioner Mandya District for the Year 1940-41

Name of the Inspecting Officer — C M H Ranajodha Singh, Esq B A

Duration of Inspection -
Date commenced
Date concluded — 21-4-41

Name of the Officer in charge — Mr D G Narayana Singh B A

Vice-President — Mr M S Krishna Murthy

Date of previous Inspection — 27-6-1940

The office was last inspected by the Deputy Commissioner on 27-6-1940

PART I COUNCIL AND COMMITTEES AND MUNICIPAL AFFAIRS

Questions	Answers -
1 Are there any vacancies in the Council? If so have steps taken to fill up the same?	There are no vacancies
2 Have arrangements been made for the correct preparation and timely publication of x lists of - voters and persons eligible to stand for election	The voters lists prepared in connection with the recent election are in force
3 Do the Council and Managing and other Committees thereof meet regularly?	The Council have formed the following Committees - Managing, Audit Health and Bye-law Of these 4 committees, the Health and Audit committees did not function The managing committee held three meetings and the bye-law committee are meeting Inspite of the observations made at the time of the last inspection the Audit Committee which is an important one did not function As required under rule 36 M A Manual the Audit Committee should meet atleast once a month to check the accounts It is stated that a new committee has been constituted with effect from 19-2-41 and that it is expected that the present committee will work earnestly
4 Are regular journals of the proceedings of all meetings of the - Municipal Council and of each - Committee kept?	Yes A register has been maintained from 1-7-40 The previous subjects which remain undisposed of have not been brought forward These also should be brought - forward
5 Has action been taken on all the resolutions of the Council and of the committees and is the nature of action so taken noted against each resolution and also reported at any subsequent - meeting?	
6 Have the powers and duties of the President and the Vide-President been clearly defined	Powers have been delegated to the Vice President as per G O No 9053-93/M1 118-33-8 and L 9094-9104/M1 118-33-8 dated 29-5-36 Which this has been approved by the Municipal Council at their meeting held on 21-9-38

p t o

7 Is the working of rules and bye-laws periodically examined?

1 Registration of births and Deaths G O NO L 7216/ 1 69-22-10898-3-39
2 Byelaws for levy of lighting tax L 4629/11 65-32-101 dated 17/18-1-33
3 Octroi byelaws I 3644/11 63-3 -128 dated - 25/29-2-33
4 Bylaws for inspection of weekly and Daily markets L 7558/11 65-32-153 dated 8-4-33
5 Byelaw for the recovery of taxes levied in Municipal limits L 7417/11 63-3?-199 dated 13-5-33
6 Byelaws for levy of tolls on vehicles L 7796/ 1 63-3?-207 dated 7-5-?3
7 Registration of vehicles B elaws L 2945?5 11 47-34-18 dated 23-10-34
8 Byelaws for levy of shop tax L 6715-6/11 47-34-43 dated 29-3-35
9 Hotel and Lating House byelaws L 9787-8/ 1 86-39-119 dated 23-5-40

The revision of the bye-laws as observed at the time of the previous inspectio has not been done the marginall noted b elaws are in force Action may be taken immediately to revise the byelaws

II OCTROI

8 Is there a table of rates both in English and Kannada hung up in the office and also octad gates?

Yes

9 Is a register maintained for articles deposited in the warehouse and are receipts regularly given to depositors and warehouse-fees collected in accordance with the prescribed rate?

There is no ware-house

10 Are the railway receipts and invoice registers periodically examined by any of the Municipal Councillors?

There is no Rail a station

11 Are an exemptions granted by the President in the matter of production of articles received and are security deposits taken in these cases?
Are these exemptions noted in a register That is the amount of security taken and - how is it dealt with?

No such instance

12 Are passes of these privileged persons carefully preserved and are their accounts periodicall settled so that the amount due by them may not exceed the security amount?

-do-

13 What are the precautions adopted against smuggling?

1935-36=2225-3-4
36-37=1992-7-4
37-38=2210-13-8
38- 9=1947-3-11
39-40=2196-5-0
40-41=2149-0-11 till the end of March 1941)

The octroi establishment consists of one Sharistadar and one peon It is stated that in addition to these two officials the toll-staff also assist in checking the incoming of dutiable articles Two peons who had been appointed temporarily during the year 39-40 have been disbanded The octroi collections during the past 5 years are as noted in the margin
During the current year till

	Existing rate	Maximum rate
1 Butter (per maund)	0-3-4	0-0-0
2 Sheep & (goat per head	0-1-6	0-2-0
3 Tobacco	1-0-0	4-0-0

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the end of March 41 a sum of 2149-0-11 has been realised under this head The increase is stated to be due to the establishment of toll- gates and frequent checking by the President Vice President and the Sanitary Inspector

From the table of rates on dutiable goods it will be seen that no duty is levied on certain goods while maximum rates have not been levied on certain articles The President is requested to investigate the possibility of levying maximum rates on the articles noted in the margin Likewise octroi duty may be levied on the articles like teak, timber - channam or other tiles and other metals

14 Have any cases of smuggling been detected and prosecuted?

No cases have been detected so far A sum of Rs 30/- realised as fine in C C No 278 of 35-36 on the file of the Special I Class Magistrate, Nandya in a smuggling case has since been adjusted to Municipal funds

15 What arrangements are made for levying octroi on goods arriving by rail?

There is no Railway Station

III HOUSE TAX AND OTHER TAXES

16 What are the arrangements for ensuring that all taxable properties are duly assessed?

The Bill Collector and the Sanitary Inspector bring to the notice of the Council all taxable properties and action is being taken by the Council to levy taxes

17 ~~Xxpropertyxxregisterxhasxbeen maintainedxxHasxthe~~ Has a - register of Municipal property been maintained and is it - posted up-to- date?

A property register has been maintained The ~~marginalxpropertyxmaintainedxbuildings~~ Municipality is in possession of the marginally noted buildings - some of the vacant sites owned by the Municipality are also entered The register may be written afresh omitting the sites already sold

1 Town Hall 2 Municipal Office 3 Octroi Office 4 Chavadi 5 Cattle pond 6 zinc sheet shed in shanty Maidan and 7 Mutton stall

18 Are all the other ~~other~~ registers prescribed in the Municipal Account Manual maintained If not why?

Yes

19 Is an exhaustive list of all taxes, rates fees fines and forfeitures accruing to the - Municipality under the regulation rules and bye-laws maintained?

Yes

20 Check the arrear demand register and the process register and see if timely action is taken for the recovery of the - arrears What is the amount of arrears due and to what years do they relate? Steps taken for their recovery may be noted

Jamabandi Kaifiyat has been prepared at the end of 1939-40 The balance to be recovered at the beginning of the current year i.e. on 1-7-40 was Rs 7517-3-1 spread over 1353 - khates Notices have been issued for 339 khates covering a sum of Rs 404 -4-3 A sum of Rs 584-0-5 has been recovered Of the 31 -

21 are taxes collected promptly and is the progress of collection closely watched by the Municipal Executive and scrutinised by the Managing Committee? What are the arrangements for such supervision

22 Are the processes prescribed for the recovery of municipal taxes resorted to automatically? Instances of bills not followed by notices of demand and of notices not followed by distraints and of suits decreed not followed by execution may be noted

31 distraint warrants covering a sum of 317-0-6 7 have been executed leaving a balance of 24 It is reported that the remaining 24 distraint warrants could not be executed as the concerned parties have made payments to the extent of 114-6-4 including and part payments so execution has been effected in respect of the remaining 9 distraint warrants

DEMAND COLLECTION AND BALANCE OF KOTAKARIA AND OTHER TAXES -

Arrears on 1-7-40	7517-3-1
Demand for the year 40-41	6349-1-4
Total	13866-4-5
Collections made till the end of March 1941	3324-0-7
Balance as on 1-4-41	10542-3-10

The details of arrears is as follows

From the year 28-29 to the end of 1931-32	169-3-8
For the year 32-33	100-7-5
" 33-34	250-1-1
" 34-35	341-9-3
" 35-36	482-4-10
36-37	633-13-1
37-38	923-1-4
38-39	1549-6-4
39-40	3067-7-3
Total	7517-3-1

From the above it will be seen that the arrears have been increasing year by year and belong to the years so far back as 28-29

Of the 19 civil suits which were filed during the year 1939-40 amounting to s 1192-0-8 3 cases have been disposed of with a collection of 101-11-4 the remaining 16 cases covering a sum of Rs 1090- -4 are reported to be in the Execution stage A list of suits to be filed in respect of 40 khates amounting to 1734-7-2 has been prepared A sum of 1370-12-1 towards the arrears and a sum of 1953-4-6 towards the current demand making a total of 3524-0-7 have been collected till the end of March 41 The percentage of collection towards the arrears will be 18 2 and for the current demand 30 7 Anyway the balances heavy and requires drastic reduction The action taken for the recovery of the arrears is incommensurate with the balance outstanding It is expected that a sum of 3000/- will be collected by the end of 40-41 including the collections made during the current month Thus, the arrears at the end of the current year

	will be aproximately 10542-3-10 minus s 3000 ill be s 6542-3-10 If i mediate attention is paid the arrears will be enormous for being collected in the ear 1-42 Hence it is necessar to appoint a Special Revenue Inspector atleast for a period of six months during the year 41-4 to reduce the arrears The resident will subm a report in this behalf ver early The present staff should exert strenously to reduce the balance to an appreciable extent b the end f o t e curre t year The President is also requested to bestow his personal attention on this - iportan work The collections should improve considerably
23 Are unicipal Councillors nd unicipality Officers - prompt in regard to intimation of liability to pay taxes and also in payment? Are there any cases of neglect or default in this respect?	Yes o such instance
24 ave all the utsadars given security? Is it in cash or in Savings Bank Deposit? Are these particulars noted in the register prescribed therefor?	The Bill Collector and the Octroi aneger are required to furnis' a security of s 100 each the octroi aneger has paid t so far a sum of s 20/- He should make up the balance immediately after adjusting the a ount which is stated to have been deposited by him - w ile he was in Saligram unicipality a sum of 10 has been paid by the Bill Collector as it is stated that he is getting a low pay the security amount may be recovered in - monthl instalments as the ass Book is in his personal name it is necessar to get it endorsed in fav ur of t e President ction may be taken immediately to set rig t this omission
25 Is there a iscellaneous demand and collection r ister? Are all ites sold b public - auction? Is this done promptly are there any arrea s outstanding? hat action has been - taken for their recovery?	es uction stall has been leased out for one year in public auction es sum of 660/- as outstandin recovery at the beginning of the current year The demand for the current year, Th is 370/- of the total amount of 1030/- to be collected a sum of 472-4-6 has been collected so far leaving a balance of 503-11-6 of this amount viz rs 503-11-6 ns 95/- belongs to the current demand and the rest i e Rs 468-11-6 belongs to the year 39-4 Of this amount a sum of rs 360-9-6 is due from the Ex-Toll Contractor Srikanteswara It is stated t at on the - issue of a distraint warrant, it was found tha he owns no moveables Therefore it is necessary in the interest of t e unicipality to file a suit against him for the recover of the amount immediately
6 Are instalments payable by toll-gate contractors received every month on the due dates? Instalrents due and the periods they pertain to m y be noted - together with information as to the steps taken for recovery	o instalrents are d e as the toll-gates are being worked under the unicipal Agency
27 hat system is follo ed in leasing market stalls? For what period are the leased and what proportion of the stalls - is vacant?	No stalls

28 How are daily market fees collected? Is the system of collection such as to effectually prevent fraud?	There are no daily markets but a shanty is held once a week. Ground rents are collected under the Municipal Agency

IV CONSERVANCY AND SANITATION

29 Does each Sanitary Inspector maintain a diary and do the entries show sufficient work for each day? What is the general condition of the work indicated by these records? Is it up-to-date and efficient?	There is one Sanitary Inspector on Rs 55+5 C. He has been maintaining a diary of the work turned out by him. His diary has been examined by the President periodically. In addition to the Sanitary work he is entrusted with additional duties viz supervision over octroi and toll Vaccination and Public works and Collection of taxes including the execution of distraint warrants. The diary is written up-to-date and it shows that he is having sufficient work
30 Is the distribution of the sanitary staff among the different parts of the Municipality reasonable? Is the staff sufficient? What arrangements are followed to ensure that each Municipal servant performs a full tale of work?	There are 13 sweepers and one conservancy daffedar. The work of the sweepers is being checked by the conservancy daffedar under the general supervision of the Sanitary Inspector. It is stated that the present staff is not sufficient. The President is requested to investigate the matter and submit a report
31 How many license applications referred for inspection are pending? How long since and why?	There are no license applications pending with the Sanitary Inspector. But one petition relating to the removal of the projection of the house belonging to Ari Dasiah is pending with the Sanitary Inspector. The reason for the pendency is stated to be due to the order issued by the President for a launching of prosecution against the party. This should be disposed of immediately
32 Is there a notice register of all notices issued under different section of the Municipal Regulation? Does it show the final disposal of each notice?	Yes. No such notices have been issued so far
33 Is a prosecution register maintained? And state if it is properly maintained	A register has been maintained. No cases have been launched so far
34 What are the arrangements for prosecution of Municipal offences and by what courts are such cases tried? Are cases disposed of promptly? From the statistics of prosecutions it may be noted whether the arrangements are effective	The Sanitary Inspector conducts the cases. These are tried in the special I Class Magistrate's Court, Kanaya
35 Are the birth and death registration reports received regularly and tabulated intelligently? How many prosecutions were there during the previous half-year for neglecting report birth or death and how many ended in conviction?	Yes No such instance

36 re unauthorised encroachments by private personson the streets and drains promptly checked and for this purpose is a survey map of the town kept in the Municipal Office?	It is stated that there have been no unauthorised encroachments so far A town map is kept in the Municipal Office
37 Is there a schedule of rates both for works and metal supply in the office Is it prepared every year and sanctioned by the Council? re the estimates invariably framed in accordance with these rates?	There is one received in the year - 38-39 A reference may be made to the Executive Engineer Mandya Division for getting the schedule ofrates for the current year Estimates are prepared by the Sanitary Inspector and these are being got sarutinised by the I D
38 Check the list of incomplete works of the previous year and state in what stage they are at the time of inspection	There are no incomplete works of previous years pending execution during the current year Some petty repairs have been done during the current year The metalling of the road leading to Bestaragiri remains to be completed
39 Are contracts executed before work is begun?	Yes It is stated that Kutchallikas from the contractors are obtained when the contract amount exceeds one hundred rupees
40 ~~Has work has been executed~~ re there any works carried out by departmental agency? Is there a muster roll in Form 77 of the Municipal Account Manual maintained for the same and are payments made accordingly? Is an abstract of the measurement book noted in the muster roll to facilitate comparision of out-Turn of work?	No work has been executed under the Municipal Agency
41 Are the measurement books of all works maintained properly? Are they returned to office records as soon as the are finished	A measurement book has been maintained for the works executed There is one in use
42 Has there been regular progress of work throughout the year or is there any attempt to rush through works at the end?	There is no attempt to rush through the works at the end
43 Have all sanctioned estimates been properly filed so as to be easily traceable for ready reference?	Yes
44 Is a list of measurement books in current use maintained showing the names of subordinates and the works for which the book is used?	Yes
45 Is a building register maintained showing the capital outlay and the expenditure incurred on their maintenance every year?	Yes The capital outlay incurred and the expenditure incurred towards the maintenance of the buildings shoul be entered in the register
46 Are tenders invited from the contractors as prescribed in the Municipal Account Manual?	or s warranting the calling of tenders have not been taken up by the Municipality during the current year

47 Are contracts given out to persons relates to municipal Officers or Councillors?

o such instances

48 Is security taken in all cases for the due fulfilment of a contract?

No security has been obtained as the works that have been undertaken are of petty - nature

VILLAGE

49 Is the office accommodation sufficient and suitable are the rooms, premises and furniture kept clean?

The office is at present located in one of the rooms attached to the Taluk Office as one of the High School Classes is being held in its own office It is stated that the office will be shifted to its own building when the construction of the High - School is over Yes

50 Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

Yes

51 Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged inorder and kept in the records in a - separate box? Who keeps the key of the box?

Service Registers for all permanent officials have been maintained In some cases date of birth of officials has not been entered This should be attended to Immediately Service Register of Ramanujya Bill Collector should be opened he Service Register of the Sanitary Inspector is not available It may be got from the Nagadi Municipality without further delay These Registers are under the custody of the clerk and are verified upto the end of June 1940

52 Are all appointments made in accordance with the rules?

Yes The Deputy Commissioner s Office is the Unit Office

53 Is a statement of the periodical reports and returns due, prepared and maintained up-to-date? Are the due dates the dates of actual submission and the names of the clerks responsible for their preparation - noted therein? Is it scrutinised by the Head of the Office?
How many and which returns were due at the time of inspection

Yes The monthly Meeting proceedings for the month of February 1941 has not been sent This should be attended to

54 Is the register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each Is the register verified once every quarter? Is a note made in the - register of all articles lost or which have become unserviceable? Is the furniture adequate for the needs of the office or more than necessary? What is the condition of furniture sent?

Yes In some cases cost of the articles has not been written If it is not possible to find out the cost Price approximate values may be entered It is stated that there is need for some more chairs and tables These may be purchased if there is provision in the budget for the current year The condition of the furniture is good

55 Are old and unserviceable - articles sold by public auction and the proceeds credited to the Municipal fund?

There are no unserviceable articles

56 ho keeps the stock of forms? Here are the kept? Are they - neatly arranged? Are all receipts and issues noted in a register?

The forms are in the custody of the clerk es es

57 Is a complete set of the standing orders of Government relating to the work of the office maintained?
Is it provided with a table of contents and if bulky also with index?

Yes Yes

58 Is the file of Municipal rules and bye-laws kept up-to-date? Are they printed and available for - sale at cost price to the public as required by Section 49 of the Municipal Regulation?

The rules and bye-laws are not printed and kept for sale Early action should be taken to revise all the bye-laws and get them printed and made available to the public

59 Are the registers of inward and outward correspondence properly - maintained with cross reference regularly marked?

A General Receipt Register has been maintained to note the incoming papers in addition to higher and ordinary current registers Cross-references in most cases have not been noted in the General Receipt register as this is essential to gauge the disposal of papers it must be attended to immediately

HIGHER CURRENT REGISTER - There were 28 current numbers pending on 1-7-40 61 have been received so far and of these 68 have been disposed leaving a balance of 21 The details of pendency are as given below -

Balance on 1-7-40	28	
Receipts during the year	61	1936-37=1
Total	89	1937-38=3
Disposal	68	1938-39=2
Balance	21	1939-40=21

The details of the balance are as follows -

37-38=3 36,53 and 75
38-39=2 1 and 82
39-40=3 32 45,90 70 71 102 107 111
40-41=8 18 58 48 27 5 8 50 55

36/37-38 This is about the payment of remuneration to the Prosecuting Police Sub Inspector for having conducted a smuggling case at the Spl I Class Magistrate's Court This payment has been objected to by the Controller during the time of the audit of accounts It is stated to be pending as the original records are not - traceable in the office The Resident is requested to investigate the matter and submit a report without further delay

53/37-38 This is about the introduction of the bye-laws for compulsory registration of marriages This has been pending in inspite of the observation made at the time of the previous inspection This should be disposed of immediately

75/37-38 This is about the construction of the Municipal High School The records are stated to have been submitted to the Deputy Commissioner after obtaining the estimate from Venkatappa to the

to

to the effect t at he would complete the construction of theb ilding b the end of October 1940

18/ 5-39 his is about the audit objection for the adjust ent of the advance of 100/- by r adappa x Vice-President report has be n sub itted to Govt to adj it the expe diture w thout proo o payment as the c se has b en pending for over 12 years and as the connec ed records are not traceable

8 /38-39 his is about the ad ustment of a sum of 500/- fro ou of the closin ba ance in or er to meet the expenses i curred o ccount of the i prove ents effected at the ti e of the visit of rince Sri Jayachama aja adiyar further record is c e fro the resident in this behalf

All these old references w ich have been pending should be brought to disposal by ta ing action - i ediately

ORDINARY C RESPONDENCE REGISTER - he details of pendency are as follows -

Balance as on 1-7-40	68
Receipts during the year	199
Total	267
Disposals	199
Balance	68

The year ar pendency is as follows -

36-37=1
37-38=1 38-40=10
38-39=7 40-41=49
Total 68

111/36-37 - his is about the payment of the pension contribution on account of the e ical Staff for the past six ears a repl has since been sent to theComptroller stating that the contributions due have bee paid his may be closed

8/37-38 - his correspondence relates to the recover of 1-0-9 from Abdul Aziz Sharriff Sanitar Inspector his has been pendin from 10-7-37 inspite of issue of several reminders to the President unicipal Council Adoni A further reminder has been issued on 18-4-41 to the resident unicipal Council Adoni for sending the amount This may be disposed of by xxxxxxxxxxxx addressing the Director of Public Health

C 27/38-39 - Relates to the audit objection o 2220/33-34 for arranging payment of 10/- being the P D quota of state funds for fixing up electric l hts to the Sub- ssts Surgeon's quarters A D O remin er has been written to the Executi e Engineer on 19-4-41 for ad usting the amount

C C 20/38-39 - This is regarding the explanation called for fro the one Krishnaswamy urthy Ex-clerk of this unicipal Office It is stated that a reply has been recei ed fro the President anjangud - unicipality stating that the said official has absconded s this is stated to be pe ding under audit objections it may be closed as already - ordered

all the old current numbers should be disposed off without further delay by writing to the concerned offices the dates on which the correspondences are closed to either with the date on which they are sent to the Record room should be noted in the registers

60 Is a separate petition register maintained and does it show the method of disposal - and the date and nature of enforsements granted^

Yes Yes 20 petitions were pending on - 1-7-40 54 have been received so far Of the 74 petitions 53 have been disposed of leaving a balance of 21 The details of pendency are as follows -

38-39	2
39-40	4
40-41	15
Total	21

Petition No 101/38-39 - This is a petition of Changodi and others praying that out of the amount due to them for having sunk a well - Rs 500 a sum of 200/- may be adjusted towards the arrears of taxes due from them and the - balance ordered to be paid to them This is stated to be pending as the work estimate has not been scrutinised and passed by the P W D as this has been pending for over one and a half years prompt action should be taken to bring this to disposal

33/39-40 - This is a petition of Sutton Retail contractor Ramiah for refunding him a sum of 50/- in view of his having incurred loss in the contract The connected records have been submitted to the Deputy Commissioner for orders on 4/5-4-41

53/39-40 - This is a petition presented by Jayaramiah School master praying for permission to pay the arrears of taxes by monthly instalments of 2/- This is pending with the Bill collector He should attend to this immediately

64/39-40 - This is a petition presented by Mallikarjuna praying for change of Khata This is pending with the Sanitary Inspector He should dispose it without further delay

61 Is there any abnormal delay in the disposal of petitions?

All the pending petitions should be disposed of immediately as there is delay on the part of the office in dealing with the

62 Is there a separate register for building licenses? Is a quarterly statement of all applications received for - building licenses maintained Check the accuracy of the - statement and give the number of applications which are unduly delayed Their oldest - dates and the reason of their pendency may also be noted?

Yes 7 applications were pending at the beginning of the year 24 have been received so far Of the total 31 29 have been disposed of leaving a balance of 2 One is pending as it has been referred to the Managing Committee and the other due to the passing of an order by the President for launching prosecution against the party for not removing the projection of his building There is also delay in the disposal of license applications Delay in future should be avoided positively in the disposal of license applications

p t o

63 Are all disposed records pro p l made over to the - Record eeper dul arran ed and stitched hat is the - number of such records re- mainin to be sent to the Recor Room?	here is no sepa ate record oo attached to the unicipal office here are it is - stated about 400 disposed of record which are due to e sent to the ecord Room It is reporte that bout 200 records were pe di before taking charge by the present clerk a reference may be made to t e of ice where the previous official is working for attend- ing to t is work his work needs the personal attention of the resident and he is requested to l o into t is personally
64 re the records of meetings kept in an or erly anner? are the inutes of proceedings pro perly kept a d made available for inspection by any inhabi- tant of the unicipality?	es
65 re all the registers p es- cribed in the unicipal Account anual maintained?	Yes
66 Examine the cash in the uni- cipal reasur and ive the - amoun found at the time of - your inspection oes it agree ith the book balance?	he unicipal ty has at its credit a sum of 2218/-0-8 It agrees with the balance in the reasury ass Boo
67 as sufficient security been taken from officials expected to handle the unicipal cash?	Vide Question o 24
68 Is the pass book of the uni- cipality written up in the - Treasury/ an periodicall and returned ithout delay?	es
69 Is the cash boo closed and balanced dail ? Is the balance arrived at ever onth compared and agreed with that in the - ass ook?	es
70 xamine the classified abs- tract of receipts and expendi- ture and state if it is written up properly?	es
71 re the accounts audited - non hly by auditors appointed fro a ong the unicipal Coun- cillors? are the registers - signed by t em in token of their having exami e her	Vide answer to question o 3
72 (a) re audit notes received from the Comptroller's Office promptly disposed of? ow many audit notes if any are pend- ing hen were the received and why are they pending?	Yes he audit notes for the years 37-38 and 38-39 are pending Of these objections for the ear 37-38 have been answered and are ready fo submission to the Comptroller he audit notes for the year 38-39 was received on 31-3-40 is emaing his should be - attended to immediately
(b) s there a register of objec- tions received from the Comp- troller? ow many objections - are pending disposal and why?	es Please see above

73 hat is the amount of permanent advance held by the Office Is an account of it correctly kept? hat is the balance on - hand? Is it forthcoming?	sum of 12/- is held as permanent advance es sum of P 4-15-0 has been advanced and the balance of 7-1-0 is on hand he amount advanced should be adjusted early sum of 1-4-7 being the undisbursed pay of the establishment is with the Vice President
74 re there any long standing advances made out of the office imprest awaiting adjustment? Details ma be furnished	one
75 Is an advance register of the unicipal rone maintained? Is ti e y ac ion taken for its - recovery?	Yes a sum of 252-15-2 is outstanding adjustment he details of advances are as follows - 1 r Subbiah Pleader 10-6-36 10-0-0 2 do- 30-6-36 10-0-0 3 Plague sted advance 36-37 to officials 5-15-2 4 Octroi office lighting deposit 22-12-23 2-0-0 5 ay advance to Chandrasekariah Octroi anegar 24-4-40 20-0-0 6 dvance of law charges 6-6-40 200-0-0 Total 252-15-2 Of this a ount a sum of 13-0-0 has been adjusted he other items which have been pending from a long time should be adjusted without further delay
76 re the cheques issued for the bills and the payments - made therefor enteredx in a - pett cash book?	Yes
77 Is there a scale register of all unicipal Establishments in the Office? Is it kept up-to-date?	Yes
78 ave personal claims of - officers to pay allowances and increments been discharged - without delay If an are delayed what is the cause for the same?	None
79 re the pension applications prepared and submitted in time? ow many cases are pending and y?	One gratuity application of Dawood Khan which had been returned has been submitted to the Deputy Commissioner on 21--41
80 hat a ount has been given by the President as sub-imprest to subordinate officers? Details may be noted re acknowledgments of permanent advance held b them duly received,	No sub-imprest has been issued
81 re all the records sorted? If not what is the quantity of - papers remaining to be sorted? What time is necessary to complete their sorting?	This branch of work is in arrears, and if it is allowed to continue it may not be possible to trace the old records after some time Therefore the President will investigage this question and submit a report as to the desirability of appointing an additional - hand for a period of two or three months to attend to this work on a pa of 15 or 20/-
82 re all papers sert to the records as soon as they are disposed of duly stitched and feristed? ote instances to the contrar if an	

3. Have all time-expired papers been eliminated after verifying the periods for which they are preserved and are the all destroyed and a note made to this effect in the register?	There is one register in which entries have been made. From this it is seen that time-barred records have not been destroyed since 14-7-37
34 Are the money and stamps received for copies regularly entered in a register? Is the register submitted regularly to the Head of the office for inspection and signature every month? Where are all the money and stamps received for copies kept?	Yes. It is stated that the advances paid being of petty nature are not brought on the Cash Book of the office
35 Extent to which points noted for action at previous inspections have been attended to	A minute book is maintained. Action taken on the defects noticed at the time of the previous inspection has been noted. All the items should be disposed of by taking prompt action
To any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestion if any for improving the efficiency of the working of the office	

GENERAL - Financial Position -

Opening balance on 1-7-40	Rs. 983-12-0
Receipts till the end of March 1941	14111-11-2
Total	15095-7-2
Expenditure till the end of March 1941	12271-1-2
Closing Balance as on 1-4-41	2824-6-0

Contributions due to other departments are as follows -

1 Primary Education	190-0-0
2 Vaccine Depot	30-0-0
3 Veterinary Dispensary	50-0-0
Total	270-0-0

The amount of 270/- may be adjusted at an early date. Prescribed minimum balance is not maintained. This should be done. The municipality has an investment of 5000/- towards the financial guarantee for the High School and has in Savings Bank Deposit a sum of 7712-4-9

POUND - The pound is looked after by the Octroi Havildar. The marginally noted figures show the income under pound. As the income is rather small the President was requested to

37-38=20-12-0
38-39=59-1-0
39-40=30-9-6
40-41 till the end of March 41=19-5-0

look into the possibility of leasing this on contract basis

VEHICLE TAX - A sum of Rs 286-0-0 under cart tax and Rs 220/- under cycle tax has been realised from the registers now maintained it is not possible to find out the khatedars obtaining license every year One Demand Register as in the case of Chatarfa may be maintained for purposes of check and verification

TOLL GATE - The income under this head was as detailed in the margin during the previous years here is an increase during the current year This is explained by the fact that these toll gates are being worked out under the Municipal agency during the current year

till the end of	March 1941=	Rs 2981-13-0
	1939-40	Rs 1560-0-0
	38-39	Rs 1350-0-0
	37-38	Rs 1250-0-0
	36-37	Rs 950-0-0

The heavy arrears should be collected early

SD C M P RANGOLA RAO GI,
DEPUTY COMMISSIONER,
Pandya District

15-8-1607 40-41

TO

Copy of the above is forwarded with compliments to the Secretary to Government Law Department for favour of information

DEPUTY COMMISSIONER
Pandya District

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